

*****PLEASE READ COMPLETELY*****

Instructions for completing the Cal EMA 2013 Salary Survey

The information provided by your agency will be used to generate invoices for those incidents that your agency responds to under the terms and conditions of the Agreement for Local Government Fire Emergency Assistance (California Fire Assistance Agreement - CFAA). The agencies signatory to the CFAA are: US Dept. of the Interior, Bureau of Land Management (BLM); State of California, Department of Forestry and Fire Protection (CAL FIRE); US Dept. of the Interior, National Park Service (NPS); State of California, California Emergency Management Agency (Cal EMA); US Dept. of Agriculture, Forest Service (USFS), US Dept. of the Interior, US Fish and Wildlife (FWS); and, US Dept. of the Interior, Bureau of Indian Affairs (BIA).

Summary:

The current CFAA defines the terms of response and reimbursement for state or federal fire agency incidents by local government fire agencies through the California Fire and Rescue Mutual Aid System. The Cal EMA Fire and Rescue Division administers the agreement, including generating invoices on behalf of local government for fire suppression assistance provided under the terms and conditions of this agreement.

****REQUIRED FOR REIMBURSEMENT****

Agency Federal Taxpayer ID Number or Federal Employer ID Number

The Agency Federal Taxpayer ID Number or Federal Employer ID Number must be provided. Your agency's Accounting Office or Personnel Office should be able to assist you in determining this number.

Data Universal Numbering System (DUNS) Number

The DUNS Number requirement is a federal government wide policy published in the Federal Register (68 FR 34802) for applications of Federal Grants and Cooperative Agreements. The DUNS Number does not replace your agency's Federal Employer ID Number. If you do not have a DUNS Number, you must obtain your agency's DUNS Number by contacting 1-800-333-0505 or accessing www.dunandbradstreet.com.

System For Award Management (SAM)

All current and potential federal government vendors (anyone who responds to a federal order/request) must register in the SAM to be eligible for contract awards and payments. **REGISTRATION IS FREE.** To register, go to the SAM website at www.sam.gov. You may also receive federal registration assistance by contacting: 866-606-8220. If you have trouble with your agency's update or renewal, you may contact the SAM Help Desk at www.fsd.gov.

The Agency Federal Taxpayer ID/Federal Employer ID Number, DUNS Number and SAM are required in order to be reimbursed by the federal government. All local government fire agency resources including apparatus, personnel and overhead are considered "vendors" in the use of the CFAA.

Chief Officers above Battalion Chief with a Local Agreement (MOA/MOU)

Local jurisdictions that have submitted "Average Actual Rates" to Cal EMA Fire and Rescue Division above the Battalion Chief level shall be reimbursed portal to portal at straight time unless the classification(s) has an MOU or governing body resolution that dictates they are to be paid above straight time. The MOU or resolution must not be contingent on this agreement or executed on the sole basis that there is reimbursement from the state or federal agencies.

If such an agreement exists, check "Yes" on the appropriate Salary Survey Column and provide a copy of your agency's MOU or resolution along with your agency Salary Survey. In order to receive time and one-half compensation, the MOU must conform to the CFAA Intent Statement in the 2012 edition of Exhibit A and have been approved by the CFAA Signatory Agencies. If an MOU is not provided or has not been approved by the CFAA Signatory Agencies, your agency will not be compensated for time and one-half. Those without such an agreement will need to check "No".

MOU EXPIRATION: When the MOU expires, you have 30 days to provide a current agreement or a letter stating that negotiations are ongoing and will be provided once finalized. If an update is not received, your agency will not be compensated for time and one half.

Calculating your agency's "Average Actual Rate" for personnel excluding "Civilians" straight time regular pay rate (instructions outlined under Unique/Specialized and or Civilian Overhead Positions on page 3).

Average hourly rate including benefits directly tied to **overtime**:

Using current actual salaries, calculate the average actual hourly rate per classification including all specialty and incentive pay that is directly tied to each overtime hour worked plus any departmental costs related to overtime hours worked or costs necessary for compliance with the Fair Labor Standards Act (FLSA) or local Memorandum of Agreements (MOAs).

In order to be included in the average actual rate calculation, incentive and specialty pay benefits must be paid for each hour of overtime worked. This may include, but not be limited to, emergency medical technician, hazardous materials, paramedic, education, urban search and rescue and longevity pay, depending upon the method used to apply these payments.

Benefits typically not earned or tied to actual overtime hours worked would include retirement, health insurance and merit pay.

Other costs which may be tied to actual overtime hours worked would include FICA and Medicare.

To determine an "Average Actual Rate" begin by establishing an hourly rate for the each salary classification. ***The hourly rate should NOT include OVERTIME. BENEFIT PAY, SPECIALTY PAY, and/or INCENTIVE PAY should also be excluded unless the pay is directly tied to each hour of overtime worked.*** Next, combine all of the hourly rates for each classification and divide by the number of hourly rates used in the calculation. The result of this calculation is the average hourly rate for that classification within your agency.

Example:

A fire agency has 4 firefighters and 3 firefighter/paramedics on staff, an hourly rate must be calculated for the salary survey Firefighter classification. To calculate the "Average Actual Rate" for this position, use the following steps:

Step 1 - Determine the hourly rate for each firefighter; **do not** include overtime. Incentive pay, benefits, or specialty rates are not included in the hourly rate unless the pay increases with each hour worked.

Example 1: The local agency MOU states that a paramedic is paid \$.25 per hour above the base salary rate for every hour worked. In this case, the local agency will incur an additional \$.25 per hour cost for each hour of overtime worked. Therefore, this \$.25 is included in the hourly rate for this calculation.

Example 2: The local agency MOU states that a paramedic is paid an additional \$250 per pay period as a paramedic allowance. In this case, the \$250 pay does not increase if the employee works overtime hours and therefore there is no additional cost to the local agency. This cost is not included in the hourly rate calculation.

Step 2 - Combine the hourly rates of the 7 firefighters.

<u>Classification</u>	<u>Hourly Rate</u>
Firefighter 1	13.33
Firefighter 2	11.98
Firefighter 3	12.20
Firefighter 4	12.20
Firefighter/Paramedic 5	11.15
Firefighter/Paramedic 6	11.15
Firefighter/Paramedic 7	11.75
Total	\$ 83.76

DO NOT AVERAGE THE PAY OR STEP SALARY RANGE.

Each individual person's rate within the entire classification must be included in the calculation.

Step 3 - Divide the Total from Step 2 by the total number of positions used in the calculation.

$\$83.76 \text{ divided by } 7 = \11.97

This is your agency "*average actual salary*" for this classification.

Step 4 - Write down the "*average actual salary*" for each classification in the appropriate section of the attached Salary Survey.

The above method of calculating the "Average Actual Rate" can be used for the Chief, Deputy Chief, Division Chief, Assistant Chief, Battalion Chief, Company Officer, Apparatus Officer, and Firefighter classifications on the Salary Survey.

Unique/Specialized and or Civilian Overhead Positions:

Overhead positions requested through the incident not specified on the salary survey's pre-determined classifications must be averaged and submitted through a formal notification such as an attachment to the salary survey, email or affidavit either at the time of the incident or prior to the Cal EMA invoicing process. Established Civilian position rates must be on file with Cal EMA prior to dispatch.

Unique/Specialized and or Civilian overhead positions will be reimbursed for actual time worked on the incident unless there is an MOU or governing body resolution that dictates the specific position is to be reimbursed portal to portal for time committed to the emergency incident. The MOU or resolution must not be contingent on the agreement or executed on the sole basis that there is reimbursement from the state or federal agencies.

Two reimbursement rates shall be developed for each civilian classification. The first shall be an average actual straight time rate for the regular salary and all associated benefits, excluding workers' compensation and unemployment, paid to that classification of employees when they work regular scheduled hours. The second shall be an average actual overtime rate following steps outlined in the section **Calculating your agency's "Average Actual Rate"** on page 2, for the salary and associated overtime benefits or unique department personnel costs, excluding workers' compensation and unemployment, for when the employees in that classification work an hour of overtime.

When the local agency sends civilian resources, ordered by an incident, they will be reimbursed for the actual hours worked by the individual, unless an MOU or local government resolution authorizes compensation portal to portal. The civilian employee will complete a Cal EMA F-78 and indicate the hours worked and whether those hours would have been regularly scheduled straight time hours, if they were at their home agency, or overtime hours.

If an agency backfills behind resources that are deployed as part of their normal business practices, the agency may submit backfill personnel costs for reimbursement for actual straight-time with associated benefits for straight-time hours worked and overtime with associated benefits for overtime hours worked. Your agency's list of backfilled positions must be on file with Cal EMA prior to dispatch. When backfill behind dispatched resources takes place, the responding agency will attempt to have ROSS annotated to reflect the presence of backfill in association with the request. **MOU EXPIRATION: If the MOU expires, you have 30 days to provide a current agreement or a letter stating that negotiations are ongoing and will be provided once finalized. If an update is not received, your agency will not be compensated for time and one half.**

Workers' Compensation Insurance Percentage Rate

This is the insurance premium your agency pays for Worker's Compensation Insurance. The Workers' Compensation Percentage Rate must be provided in a percentage form. The Human Resources Department, Personnel Office, or Budget Office at your agency should be able to assist you in determining this percentage rate. If this option is not available, then determine if your agency pays this insurance fee, if your agency does, then you may try calling the insurance carrier.

Unemployment Insurance Percentage Rate

This is the insurance premium your agency pays for Unemployment Insurance. The Unemployment Percentage Rate must be provided in a percentage form. Human Resources Department, Personnel Office, or Budget Office at your agency should be able to assist you in determining this amount.

Actual Administrative Rate

The current default Administrative Rate set annually is 10% unless the agency submits an agency specific administrative rate in accordance with the Actual Administrative Rate instructions included in this package. Agencies developing an Actual Administrative Rate will record this rate.

If an agency provides their Actual Administrative Rate, they are **required** to update that rate annually. The update deadline date will be set by the CFAA Committee, and listed in the Annual Rate Letter. If agencies with an Actual Administrative Rate already on file do not update by the current deadline of July 1, the agency's rate will default back to the default Administrative Rate of 10%.